

CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING HELD IN THE TOWN HALL  
ON TUESDAY 17 SEPTEMBER 2019  
COMMENCING AT 7.00 PM

Present: Cllr M Mead - Chairman  
Cllr N Leverton – Vice-Chairman

|                  |                 |
|------------------|-----------------|
| Cllr J Bull      | Cllr M McBride  |
| Cllr M Crossland | Cllr D Melvin   |
| Cllr P Handley   | Cllr J Sangster |
| Cllr E Hatton    | Cllr D Wesson   |
| Cllr C James     | Cllr K Wood     |

Apologies: Cllr C Cook, Cllr R Crapper, Cllr L Little  
Cllr N Field-Johnson (County Councillor)

Absent: Cllr S Baylis

Officer: Ron Spurs – Town Clerk

In attendance: Sue James, Kayleigh James (Carterton Celebrates)

Three Members of Brize Norton Parish Council - Cllr Wendy Way (Chairman), Cllr Keith Glazier and Cllr Les Goble (until end of Item 65).

***The meeting was preceded by a presentation from Sue James to give feedback from the Carterton Celebrates week held 20-28 July 2019.***

The Carnival at the start of the week was a great success. Various activities took place during the week, including a Capture Carterton photo competition, Treasure Trail, Cotswold Flower Club flower displays, nearly 1,000 tiles created by primary school children depicting what Carterton means to them displayed as a mosaic at the Community College, Community Cafes run by different groups each day, Singing and Rag Rugging workshops, Fun Day at the Community Centre, Author talk at the Library, Golden Age of Coaching talk at the WI Hall, Open Evenings at the Squash and Bowls Clubs, Storytime with a Princess at the Library that attracted over 200 people. Oxford Playhouse ran a pop-up theatre production of The History of Everything at Carterton Primary School and the Acting Community Thingumybags put on a Murder Mystery at the Community College. There was live music at G&Ts and Siege of Orleans. A Picnic was held on the Recreation Ground at the end of the week, with music by Alvin Roy's Jazz Band. The week closed with a Songs of Praise service at St John's Church.

Fourteen shops entered the best decorated shop window competition, won by The Shake Shop. A Brochure was delivered to 10,000 properties in Carterton, Brize Norton, Bampton and Clanfield. Chancellors Estate Agents sponsored advertising boards. The total spend on the event was £2,820. Sue James expressed thanks to the organising committee, the Library, Katie Zasada at the Town Hall, Gill Carver at the Community Centre and to the Town Council for funding the week. The Mayor thanked Sue and Kayleigh for all their hard work to make the week a great success.

## 60 DECLARATIONS OF INTEREST

Cllr Melvin declared an interest in Item 74 as he was the recipient of a payment.

## 61 MINUTES OF THE LAST MEETING

The Minutes of the Meeting held on 16 July 2019, previously circulated to Members, were approved as a true record and signed by the Chairman.

## 62 PLANNING COMMITTEE

Council received the Minutes of the Meetings of the Planning Committee held on 16 July, 6 and 20 August and 3 September 2019, which were noted.

## 63 URGENCY COMMITTEE

Council received the Minutes of the Meeting of the Urgency Committee held on 22 July 2019, convened to authorise expenditure of £10,000 with regard to defending the counterclaim brought by Mrs Linda Little against the Town Council and an Officer.

Council received the Minutes of the Meeting of the Urgency Committee held on 29 August 2019, convened to approve the Accounts for Payment, to authorise expenditure of £5,000 in relation to the above court case and a payment of £560 for cleaning of the ARRG Pavilion prior to the start of the new Football season.

The Minutes were noted.

## 64 ADJOURNMENT FOR MEMBERS OF THE PUBLIC TO RAISE MATTERS

This item was brought forward to an earlier slot on the Agenda to allow members of Brize Norton Parish Council to speak prior to full Council discussing the matter of the town entrance gates under Item 65.

Cllr Wendy Way said that Brize Norton Parish Council were extremely disappointed that the Amenities and Economic Regeneration Committee had recommended that full Council reject their request to re-site the entrance gates. The current location of the gates is causing confusion for residents of surrounding parishes, particularly with the commencement of the new housing development at Brize Meadow. She reminded the Council that the east side of Monahan Way is in the parish of Brize Norton, with the boundary between Carterton and Brize Norton on the west side. This means that the Carterton sign is in the wrong location. She suggested leaving the gates but removing the sign itself. She had discussed with the Town Clerk that the bus stops on Monahan way served the communities of Carterton and Brize Norton and would be happy to discuss sharing maintenance costs. With regard to the proposal to undertake a boundary review, she said that such a review could take many years to negotiate and the confusion over the signs needed addressing now. They respectfully asked the Council to consider their request in a spirit of co-operation.

## 65 AMENITIES AND ECONOMIC REGENERATION COMMITTEE

Council received the Minutes of the Meeting of the Amenities and Economic Regeneration Committee held on 3 September 2019.

(a) Town Gates. A request had been received from Brize Norton Parish Council to relocate Carterton's town gates on Monahan Way. The Committee recommended that the gates remain in their current position and a boundary review be undertaken. Cllr Crossland said that a review could take up to three years to complete. Cllr Leverton said that WODC were not considering boundary changes until at least 2021. The Clerk highlighted the possible reputational risks to both Councils if an amicable solution was not found. Cllr Wood asked for it to be noted that she had voted against the decision to leave the gates where they were. Cllr James said that

considering the length of time before a boundary change was considered, it might be wise to look at moving the signage in the meantime. Cllr Sangster suggested removing the sign and using it to replace the one that was recently damaged on Carterton Road. Cllr Handley said it was not simply a matter of moving the sign, but also the need for a boundary review in relation to S106 money, particularly as there is a history of disputes over ownership between the two parishes. Cllr Mead said that the residents of Shilton Park valued the current gates as they made them feel part of Carterton. Cllr Crossland said the initial planning application for Brize Meadow referred to the site as Carterton East and WODC officers had said at the time that there would be a boundary review.

Cllr McBride proposed a short adjournment of the Meeting in order to have an informal discussion with the Members of Brize Norton Parish Council. A vote was taken, and the Meeting was temporarily adjourned before returning to open session.

Cllr Handley said the gates indicated that people were entering a built-up area. The Clerk said that the idea of having a Carterton sign on one side of Monahan Way and a Brize Norton sign on the other could potentially cause a distraction to motorists. Cllr Bull said that many of the current Councillors were new and had insufficient knowledge of the background or implications to make an informed decision at this time.

Cllr McBride proposed that a good compromise would be to have one sign saying, 'Welcome to the Parishes of Brize Norton and Carterton'. A vote was taken, and Council RESOLVED to APPROVE this solution. It was noted that the Councillors from Brize Norton Parish Council would need to take this back to their next meeting. A further vote was taken, and Council RESOLVED to APPROVE that a boundary review should be undertaken.

(b) ARRG Pavilion. The Committee had discussed the results of the public consultation on the future of the Pavilion on the Alvescot Road Recreation Ground. The majority favoured rebuilding the Pavilion nearer to the car park on the opposite side to its current location, to include an outside seating area, storage facilities, better kitchen and public toilets. It was recommended that Council proceed on this basis.

The Clerk said that, as this was a large subject area that required further discussion, he would convene an Extraordinary Meeting of the Council with this as the only agenda item. The meeting would be held on Tuesday 24 September 2019 at 6.00pm.

(c) Town Hall refurbishment. The Committee had discussed plans to refurbish the facilities at the Town Hall but felt that further discussion was needed before a decision was made, particularly to ensure that the building was energy efficient. The Clerk suggested the formation of a Working Group to take this forward. The Mayor encouraged any Councillors with a specific interest to join this group.

(d) Quinquennial Works. Electrical condition testing had been carried out at the Town Hall, Tremain Vets, the Scout Hall and the Community Centre. Follow-up work was required at a cost of £763 plus VAT.

## 66 TOWN MAYOR'S ANNOUNCEMENTS

The Mayor reminded Councillors of the Town Council's policy on dealing with the Press, which states that all enquiries should be directed to the Town Clerk.

19 July            Carterton Carnival, opened by the Gala Queen from 1988, wearing the crown made by pupils from the comprehensive school at that time. A fantastic event that will hopefully take place again next year.

- 28 July Songs of Praise service at St John's Church, which she was unable to attend due to a prior commitment. She thanked Cllr Wood for doing a reading at the service on her behalf.
- 5 August Induction Service for the new Rector, Rev Drew Tweedy, at St John's Church.
- 31 August RAF Brize Norton Families Day and Brizefest.
- 1 September The Mayor of Chipping Norton's Civic Garden Party held at Highlands Day Centre, raising funds for the Centre.
- 6 September RAF Fairford's 75<sup>th</sup> Anniversary Open Day. She was accompanied by her husband Jason, Cllr Leverton, Cllr Melvin, Cllr Wesson, Stella Catt and her husband Chris.
- 10 September Informal barbeque at the Station Commander's house, along with councillors from local parishes.
- 13 September Carterton Community College Vision Summit, accompanied by Cllr Bull and Cllr Leverton. The College has been struggling for several years, particularly with low pupil numbers, but the Governors and Headteacher are optimistic for the future. The Mayor encouraged Councillors to support the College.
- 15 September Battle of Britain Civic Service at St John's Church. She thanked the Councillors who attended.

#### 67 CLERK'S REPORT

The Clerk's Report, copies of which had previously been circulated, was received. The Report is attached at Annex 'A' below.

#### 68 ADJOURNMENT FOR COUNTY COUNCILLORS TO RAISE MATTERS

Cllr Handley said that the Community College was the only secondary school in the county that is not an academy. Low pupil numbers were not helped by the lack of RAF housing. He continues to work to support the College.

He had attended a meeting with RAF Brize Norton. Increases in personnel has led to more traffic on local roads. A review of the entrances to the base is being undertaken to improve security.

Cllr Crossland said that the road surface in Lawton Avenue was in a poor state. Cllr Handley continues to push for this road and Arkell Avenue to be resurfaced, particularly as there are two primary schools there. The faulty pump that had caused flooding in the underpass on Upavon Way had now been repaired.

The Mayor thanked Cllr Handley for his report.

#### 69 SILENT SOLDIERS

Cllr Melvin had been approached by Carterton Community Centre requesting one or two of the Silent Soldiers be permanently sited on the wall of the building to compliment the area of trees previously planted to commemorate the names of those on the War Memorial.

Council RESOLVED to APPROVE the siting of Silent Soldiers at the Community Centre.

#### 70 AMENITIES WORK

The following works were considered by Council:

(a) Verge markers. Purchase of 15 verge markers to deter vehicles parking on Council-owned land, at a cost of £198.75 plus VAT. This follows problems with cars parking on verges in Queens Road and elsewhere in the town.

(b) Litter picking T-shirts. Sponsorship of 25 T-shirts for a group of residents who have undertaken to hold monthly litter picks. They have 22 volunteers to date. Wording on the front would say '*Litter pickers are...*' and on the back '*keeping Carterton clean*'. The cost would be £7 per T-shirt with printing, totalling £175 plus VAT. They would remain the property of the Town Council should the group disband in the future.

(c) 18 Scholars Acre. Tree work to Council-owned trees bordering the property, at a cost of £500 plus VAT.

Council RESOLVED to APPROVE the amenities works as detailed above.

#### 71 FINANCIAL STATEMENT

The Financial Statements to 31 July and 31 August 2019, set out at Annex B, were noted.

#### 72 INCOME RECEIVED

Income Received during July and August 2019, previously circulated, was noted.

Cllr McBride asked if there were final figures for income and expenditure for Carterton Carnival. This would be available shortly and the Clerk would circulate it to Councillors.

#### 73 DEBIT CARD TRANSACTIONS

Debit Card transactions for July and August 2019, previously circulated, were noted.

#### 74 ACCOUNTS FOR PAYMENT

Council received the Accounts for August, which were approved for payment at the meeting of the Urgency Committee on 29 August 2019. These were noted.

Council RESOLVED that the Accounts for September 2019, set out at Annex C, be APPROVED for payment. Councillor Melvin abstained.

Cllr McBride asked for clarification, particularly for new Councillors, of the £100,000 payment to WODC. The Clerk explained that this was part of the Precept, which showed as both a Receipt and a Payment. It was received from WODC and was then transferred to the Savings account.

The meeting ended at 8.55 pm.

15 October 2019

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Town Mayor

1. **Christmas Closure** – The Town Hall will be closed to the public from Friday 20 December 2019 and will re-open on Thursday 2 January 2020. **Noted**
2. **PCSO** – Thames Valley Police have forwarded a contract for consideration; it requires some work and we are working with them to agree a Schedule. **The Clerk estimated that the PCSO could be in place in approximately three months. Cllr Hatton asked whether it would be prudent to wait for the Government's promised extra funding for the Police Force. The Clerk said that it would take two to three years to recruit and train new police. The Council-funded PCSO would be contracted for three years and would then be reviewed.**
3. **CCTV** – I have had preliminary discussions with the Cabinet Member for CCTV and TVP regarding how the coverage of the Town can be improved. The Council will receive a Report in due course. **Noted**
4. **Diary Dates:**

|                      |                                      |
|----------------------|--------------------------------------|
| Friday 20 September  | Battle of Britain Fish & Chip Supper |
| Tuesday 24 September | Extraordinary Town Council           |
| Tuesday 1 October    | Planning & Administration            |
| Tuesday 15 October   | Planning and Town Council            |

**The dates were noted.**

Ron Spurs  
Town Clerk